



SETU

Student Privacy Notice

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| Title: | Privacy Notice |
| Version: | SETU version 1 |
| Purpose: | . To ensure students are aware of the way their personal data is processed, helping them understand what data is being collected, why and how it is being used. |
| Who the notice applies to: | All students |
| Commencement Date: | |
| Date of Next Review: | |
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| Policy Author | |
| Policy Owner: | |

Publication Details

This notice must be available to all students

| Where | Date |
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TABLE OF CONTENTS

Contents

| | |
|---|----------|
| 1. Introduction | 4 |
| 2. Personal Data held by SETU..... | 4 |
| 3. How the data is collected | 5 |
| 4. How the personal data collected is used..... | 5 |
| 5. The legal basis for processing personal data | 6 |
| 6. The Purposes for which SETU may process your personal data..... | 6 |
| 7. Data Sharing with Third Parties..... | 7 |
| 8. Protecting your Data | 8 |
| 9. Accuracy of Personal Data..... | 8 |
| 10. Retention of Personal Data | 8 |
| 11. Individual Rights | 8 |
| 12. Contact with Staff | 9 |
| 13. Enquiries | 9 |
| 14. Right to Complain..... | 9 |

1. Introduction

The EU General Data Protection Regulation (GDPR) came into effect on May 25th 2018 and replaced the Data Protection Directive 95/46/EC. From this date, GDPR, in conjunction with specific Irish law (the Data Protection Act 2018), gives more rights to the individual and places certain obligations on South East Technological University (SETU), in terms of accountability and transparency, when using and storing personal data.

This student privacy notice explains how the South East Technological University (SETU) collects, uses, stores and shares your personal data. It also explains your rights in relation to the personal data we hold. This privacy notice concerns the University processing of personal data of past, present and prospective students of the Institute.

There are many rights for Data Subjects under GDPR legislation, including the right to be informed about the way personal data is used, shared and stored by the organisation. SETU processes your personal data and is the Data Controller. All personal data it holds and processes is subject to the data protection rules. At various stages such as the application and registration process and during attendance SETU collects, processes and stores personal data provided by you and other third parties. The Institute may share information between different internal departments for a variety of business reasons only as and when necessary.

The University is the data controller in relation to the student data you/other third party gives to the University.

Students may also provide data directly to student societies, the students' union or other entities who act independently for/of the University, in this instance the University has no responsibility for how those independent bodies use your data which you have provided to them.

2. Personal Data held by SETU

The Institute may obtain, hold and process the personal data of students including personal details, family and social circumstances, education and training records, employment information, financial details, and services provided. It may obtain, hold and process the sensitive personal data and special category data¹ of students including racial or ethnic origin, and physical or mental health. In some cases, the Institute may also process sensitive personal data about students, such as health or welfare data and garda vetting data (only for relevant programmes of study) in the course of performing certain functions.

¹ Special Category Data - Certain types of sensitive personal data are subject to additional protection under the GDPR. These are listed under Article 9 of the GDPR as "special categories" of personal data. The special categories are:

1. Personal data revealing racial or ethnic origin.
2. Political opinions.
3. Religious or philosophical beliefs.
4. Trade union membership.
5. Genetic data and biometric data processed for the purpose of uniquely identifying a natural person.
6. Data concerning health.
7. Data concerning a natural person's sex life or sexual orientation.

Processing of these special categories is prohibited, except in limited circumstances set out in Article 9 of the GDPR.

The following types of personal data may be collected;

- Contact data (name, address, email address, telephone numbers), date of birth, PPS number, passport number, nationality, immigration status, residency status and country of domicile
- Information relating to education and training records
- Information relating to family and social circumstances
- Sensitive personal data and special category data including physical or mental health, racial or ethnic origin
- Academic records
- Information relating to fees paid / fees outstanding
- Certain criminal history. The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 provide a statutory basis for mandatory vetting of persons who wish to undertake a work placement and/or activities that bring them into contact with children and/or vulnerable adults. Some programmes at University require students to undertake mandatory placements with external agencies, which will bring them into contact with children and/or vulnerable adults and in which they will assume positions of public trust. The **University** is committed to ensuring that only suitable candidates are allowed to undertake these programmes. Apart from the listed programmes, any students who engage in or are in the vicinity of activities that may involve unsupervised access to children and/or vulnerable adults will also be subject to the Institute's Vetting processes.

3. How the data is collected

Personal data and sensitive personal data/special category data held by the University relating to students is obtained directly from the student or applicant, or in some cases from a third party organisation involved in the services provided by the Institute that has obtained the information in the first instance (for example CAO and SOLAS). Personal data may be collected in a number of ways, including:

- Directly from information you provide to us expressing an interest in becoming a student, and/or through the application or registration processes.
- Directly from information you provide to us for the express purpose of applying for and participating in specified supports / activities such as Clubs and Societies /Student Assistant Fund
- Directly from the Central Applications Office (CAO) which processes applications for undergraduate courses in Irish Higher Education Institutions.
- Directly from the Postgraduate Applications Centre (PAC) which processes applications for postgraduate courses in Irish Higher Education Institutions.
- Directly from SOLAS which manages the National Apprentice System
- Directly from Agents / Partners with whom you shared your personal data to participate in the application / registration process.

4. How the personal data collected is used.

The University holds the personal data and sensitive personal data/special category data of its students in order to implement and manage all services and processes relating to students, including student recruitment, admission, registration, teaching and learning, examination, graduation and other services such as accommodation, student support, careers and Clubs & Societies. Only information required for these purposes is obtained and processed, and

without it the University may not be able to provide its services. Information is passed between various sections of the University for Operational Reasons as is necessary and proportionate for intended purposes. For example, we compile and retain the student admission and registration data you give us and we maintain an ongoing record of course selection data, examinations data, attendance data, awards and credits etc.

5. The legal basis for processing personal data

Under GDPR law, the University is required to ensure that there is a legal basis for the processing of your personal data. These legal bases are:

- processing that is necessary for the performance of our contract with you;
- processing that is required under applicable law;
- processing that is necessary in the public interest;
- processing that is necessary in the legitimate interests of the Institute
- processing where we have your consent (where applicable).

6. The Purposes for which SETU may process your personal data

The University may use information collected for the following purposes;

- Recruitment
- Admission and Registration
- Academic Affairs –teaching and learning, assessment, examination, graduation, attendance, grievance and disciplinary issues
- Provision of Card services
- Provision of IT Services
- Provision of Library Services
- Provision of student support services (Student Engagement, Access, Disability, Learning Support, Careers, Counselling & Medical services)
- Administering finance (fees, financial supports, scholarships, prizes and bursaries)
- Research and Statistical Analysis
- Safety and wellbeing of students
- To monitor and evaluate the student experience
- To enable effective communication with you
- To provide information to organisations such as the HEA in line with legal and government requirements
- To comply with statutory reporting requirements
- To administer voluntary surveys of student opinion about your experience and the performance of the Institute
- To create and publish print & electronic material (e.g. prospectus, brochures, website, etc) for promotional and archival purposes
- To assist with law enforcement or where required or authorised by law
- To confirm the details of your academic achievements, and for statistical and historical purposes, a core record of your studies is retained indefinitely
- To enable our continued contact with you after you complete your studies (e.g. survey of graduate work destinations, alumni networks, marketing, etc)
- To respond to requests for information made under data protection legislation.
- Sporting and Society Organisations who may require student data (e.g. Date of birth, confirmation they are in full-time education) prior to the student representing the

Institute in formal events/competitions.

- To determine eligibility for student access initiatives and supports
- To determine eligibility for student scholarships
- Internal and external auditing purposes
- To maintain a proportionate CCTV system for the specific purposes outlined in the CCTV Policy
- Recording of audio\images during lectures as part of the University's teaching provision.

In exceptional cases permitted by data protection laws, SETU may process and disclose data without consent or notice to you, for example if it is required to investigate offenses, to prevent injury or damage, to comply with a legal obligation or to contact your next of kin in a case of emergency.

If you interact with us, we may record details of those interactions (e.g. phone calls, email correspondence, hard copy correspondence).

7. Data Sharing with Third Parties

The processing of personal data is necessary for the performance of the contract under which we provide services to you or to progress expressions of interest and enquiries. The University may disclose student's personal data and sensitive personal data/special category data to external agencies to which it has obligations or a legitimate reason including the following;

- Higher Education Authority (HEA) –see HEA collection notice (<https://www.itcarlow.ie/resources/data-protection.htm>)
- Department of Social Protection
- Irish Survey of Student Engagement (ISSE) & Graduate Outcomes Survey
- Quality and Qualifications Ireland (QQI)
- Student Universal Support Ireland (SUSI) for grant eligibility purposes
- Revenue Commissioners
- Professional and regulatory bodies where programmes are accredited by such bodies
- Work placement providers
- Employers where students are studying as an apprentice
- Other higher education institutions, partners or research organisations to which a student transfers or pursues an exchange programme or where a student's programme is being run collaboratively
- Software providers or service providers performing administrative functions on behalf of University
- University Students' Union to facilitate student elections and to facilitate contact with various student groups i.e. Matures / LLL student cohorts
- External examiners
- Direct mail agencies/printing companies to facilitate the delivery of mailshots
- Sponsors funding student prizes and awards
- Plagiarism detection service providers (e.g. Turnitin) to ensure academic standards
- Potential employers/recruitment companies for verification of qualifications
- Insurance companies in respect of accidents occurring within the Institute
- Institute legal advisors

- An Garda Síochána to assist in the prevention or detection of crime
- Auditors
- External funding authorities

This is not an exhaustive list and any other disclosures to third parties not listed here are made only where there is legitimate reason to do so and in accordance with the law

8. Protecting your Data

The University is committed to ensuring that your personal data is secure. It employs all reasonable and appropriate administrative, technical, personnel, procedural and physical measures to safeguard personal data and staff information against loss, theft and unauthorised access, uses or modifications.

9. Accuracy of Personal Data

The University employs reasonable means to keep personal data information accurate, complete and up to date in accordance with the purposes for which it was collected.

10. Retention of Personal Data

The University will retain your personal data in accordance with legislation and the University Retention Policy. The University is required to keep personal data for the purpose for which it was originally collected and for no longer than necessary. The time period for which the University generally retains information varies according to the use of that information. The University will hold some of your data indefinitely in order to maintain accurate academic records.

11. Individual Rights

The General Data Protection Regulation (GDPR) 2018 has enhanced your rights in relation to your personal data and sensitive personal data.

- Right to be informed – you have the right to know what data the University holds about you and how it will be used.
- Right of access to personal data – you have the right to request access to the personal data the University holds about you.
- Right to be forgotten – you have the right to have personal data erased where there is no legitimate reason for the University to continue to process the data. For statutory purposes, details of your academic history is retained indefinitely (see above S.6)
- Right of rectification of processing – you have the right to have inaccurate or incomplete data rectified.
- Right to restriction of processing – you have the right to restrict the processing of personal data in specific situations.
- Right to object to processing – you can object to the processing of your personal data in certain situations.
- Right to data portability – you have the right to request some of your personal data in a machine readable format to provide to other organisations.

- Right in relation to automated decision-making and profiling – you have the right to be informed if decision making is being carried out by automatic means and to object to decisions made by automatic means without human intervention in some circumstances.

To ensure your privacy and to protect the integrity of your data, SETU may require you to provide additional information (e.g. photographic ID) to verify your identity before releasing or correcting your information.

With regard to rights within the legislation relating to automated decision-making, please note that the University does not currently use such processes.

12. Contact with Staff

Should the need arise the University may contact you by telephone, email, post or any other method deemed appropriate for the specific purpose.

13. Enquiries

If you have any questions about the personal data we hold for you or wish to amend any personal data or exercise any of the other rights as listed above, please contact the University as follows:

- By emailing:
- By phone:
- In writing:

14. Right to Complain

If you are unhappy with the University’s handling of your personal data, you should contact the Institute’s Data Protection Office in the first instance. If you are unhappy with the outcome, you also have the right to submit a complaint to the Data Protection Commissioner.

The Data Protection Commissioner will investigate the matter for you. Further details on your rights under the Data Protection Acts are available on the Data Protection Commissioner's website www.dataprotection.ie

Details on how to contact the Data Protection Commissioner can be found at this link: <https://www.dataprotection.ie/en/contact/how-contact-us>

| | Dublin Office | Portarlinton Office |
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| Telephone | 09:30 - 13:00hrs (Monday - Friday) 14:00 - 17:30hrs (Monday - Friday) | 01 7650100 / 1800437 737 |